



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

Division of Accreditation, Assistance, and Awards

Room 229 State House • Indianapolis, IN 46204-2798 • 317/232-9060

MEMORANDUM

TO: Public School Superintendents and Accredited Nonpublic School Principals

FROM: Gary Wallyn, Director
Division of Accreditation, Assistance, and Awards

DATE: June 12, 2007

RE: Student Release for Program and Professional Development

A school corporation or accredited nonpublic school may request approval to release students for up to six half-days (at 2.5 hours per half-day and up to 15 total hours) to conduct program and professional development activities if:

- the school has an instructional calendar that would provide more than one hundred five percent (105%) of the required minimum instructional time,
- if all 180 student instructional days are conducted, and
- if all scheduled time is used for instruction.

To seek approval for use of student release time, a school corporation or accredited nonpublic school must submit and complete the **DOE-SRPD**. School corporations and accredited nonpublic schools are not required to submit the **DOE-SRPD** unless the school corporation or accredited nonpublic school plans to use release time within the required 180 instructional days. It is a local decision as to how staff work days beyond the required 180 instructional days are utilized.

This form is an online submittal form that requires a corporation or school number and a secure pin. To access the form, click on the appropriate link below:

[Public School Corporation Access](#)

[Accredited Non- Public School Access](#)

Meeting minimum time requirements is a legal standard for accreditation under (511 IAC 6.1-3-1). The Department of Education is required to assess a financial penalty under IC 20-30-2-4 if a school corporation does not conduct 180 student instructional days, unless the school corporation applies for and receives a waiver. Department approval of the DOE-SRPD constitutes such a waiver. Schools may not combine two approved professional development half-days into a full day of professional development.

The deadline for submittal of the DOE-SRPD is August 1, 2007. More information about this subject can be found at: [FAQ's About Instructional Time](#) . If you have further questions regarding professional development, contact [Gary Wallyn](#) at 1-800-894-4044 or 317-232-9060.